

COUNTY EXECUTIVE'S 2007 BUDGET**DEPT:** DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES**UNIT NO.** 1140**FUND:** General - 0001**OPERATING AUTHORITY & PURPOSE**

Pursuant to Chapters 63.01 to 63.09, 63.11 and 63.13 to 63.17 of the Wisconsin Statutes and Chapter 79 of the Milwaukee County General Ordinances, this department recruits and examines candidates for all positions in the Classified Service of Milwaukee County; certifies eligibility; investigates requests for changes in classification, increases in pay and changes in personnel practices and procedures; processes unemployment compensation claims; administers the coordination and implementation of the County's affirmative action plan; manages and coordinates the details of employee benefits programs, including

hospital/surgical/dental care and life insurance plans; and coordinates employee services programs dealing with behavioral/medical problems.

The Employee Retirement Division administers and maintains the Milwaukee County Retirement System as established by Chapter 201 of the Milwaukee County General Ordinances. It provides for the determination of benefits and payments to all eligible employees or their beneficiaries, and monitors and reconciles all transactions affecting the retirement fund.

BUDGET SUMMARY				
Account Summary	2005 Actual	2006 Budget	2007 Budget	2006/2007Change
Personal Services (w/o EFB)	\$ 2,350,728	\$ 2,443,129	\$ 2,561,433	\$ 118,304
Employee Fringe Benefits (EFB)	1,489,156	1,422,353	1,642,702	220,349
Services	137,326	272,558	870,750	598,192
Commodities	18,788	22,000	25,800	3,800
Other Charges	14,524	0	0	0
Debt & Depreciation	0	0	0	0
Capital Outlay	0	0	0	0
Capital Contra	0	0	0	0
County Service Charges	927,126	1,079,447	910,630	(168,817)
Abatements	(1,282,502)	(1,413,415)	(1,391,618)	21,797
Total Expenditures	\$ 3,655,146	\$ 3,826,072	\$ 4,619,697	\$ 793,625
Direct Revenue	1,031,049	1,024,591	1,101,473	76,882
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
Total Revenue	\$ 1,031,049	\$ 1,024,591	\$ 1,101,473	\$ 76,882
Direct Total Tax Levy	2,624,097	2,801,481	3,518,224	716,743

ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*				
Account Summary	2005 Actual	2006 Budget	2007 Budget	2006/2007Change
Central Service Allocation	\$ 0	\$ 0	\$ 0	\$ 0
Courthouse Space Rental	397,404	414,134	412,103	(2,031)
Tech Support & Infrastructure	131,881	128,555	123,663	(4,892)
Distribution Services	10,517	14,351	17,236	2,885
Telecommunications	9,207	10,921	8,226	(2,695)
Record Center	2,111	2,126	530	(1,596)
Radio	0	0	0	0
Computer Charges	31,480	79,044	26,945	(52,099)
Applications Charges	99,249	122,476	67,902	(54,574)
Total Charges	\$ 681,849	\$ 771,607	\$ 656,605	\$ (115,002)
Direct Property Tax Levy	\$ 2,624,097	\$ 2,801,481	\$ 3,518,224	\$ 716,743
Total Property Tax Levy	\$ 3,305,946	\$ 3,573,088	\$ 4,174,829	\$ 601,741

* These costs are included in other departmental and non-departmental budgets. They are reflected here to show the "total" amount of tax levy support for this Department.

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PERSONNEL SUMMARY				
	2005 Actual	2006 Budget	2007 Budget	2006/2007Change
Personal Services (w/o EFB)	\$ 2,350,728	\$ 2,443,129	\$ 2,561,433	\$ 118,304
Employee Fringe Benefits (EFB)	\$ 1,489,156	\$ 1,422,353	\$ 1,642,702	\$ 220,349
Position Equivalent (Funded)*	53.3	53.1	46.3	(6.8)
% of Gross Wages Funded	95.1	95.5	100.0	4.5
Overtime (Dollars)**	\$ 16,926	\$ 6,000	\$ 0	\$ (6,000)
Overtime (Equivalent to Position)	0.5	0.1	0.0	(0.1)

* For 2005 Actuals, the Position Equivalent is the budgeted amount.

** Delineated for information. (Also included in personal services.)

PERSONNEL CHANGES				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Fringe Benefits)
Human Resources Analyst 2	Unfund	1/1.00	Director's Office	\$ (50,376)
Employee Health Care Benefits	Abolish	1/1.00	Director's Office	(77,918)
Employment Relations Manager	Unfund	1/1.00	Director's Office	(61,825)
Ex Dir 1 Empl Benefits Srv Mgr	Abolish	1/1.00	Director's Office	(61,825)
Human Resources Intern	Create	3/1.35	Director's Office	33,468
Human Resources Intern	Create	1/0.45	ERS	11,156
TOTAL				\$ (207,320)

ORGANIZATIONAL COST SUMMARY					
DIVISION		2005 Actual	2006 Budget	2007 Budget	2006/2007Change
General Office	Expenditure	\$ 3,900,977	\$ 4,101,187	\$ 4,863,179	\$ 761,992
	Abatement	(1,216,477)	(1,338,706)	(1,340,555)	(1,849)
	Revenue	63,548	9,200	4,400	(4,800)
	Tax Levy	\$ 2,620,952	\$ 2,753,281	\$ 3,518,224	\$ 764,943
ERS	Expenditure	\$ 1,036,676	\$ 1,138,300	\$ 1,148,136	\$ 9,836
	Abatement	(66,025)	(74,709)	(51,063)	23,646
	Revenue	967,501	1,015,391	1,097,073	81,682
	Tax Levy	\$ 3,150	\$ 48,200	\$ 0	\$ (48,200)

MISSION

Human Resources will provide Milwaukee County government with an equitable and effective system for the recruitment, classification, development, and retention of a competent and culturally diversified workforce through the timely creation of appropriate eligibility lists; the maintenance of competitive compensation, benefits and pension programs; the training of County employees; and strict adherence to Federal, State and County laws, regulations and policies.

DEPARTMENT DESCRIPTION

The Department of Administrative Services - Human Resources (DHR) is comprised of four operating sections: Director's Office; Employee Benefits Services; Recruitment, Assessment and Staffing; and Employee Retirement Services. The Office of Human Resources is also responsible for the following functions: maintaining the DHR budget, workforce diversity, training, HRIS management and training, coordination of all DHR field staff, and human resources policy analysis.

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The **Director's Office** administers human resource programs, assigns projects, and coordinates the work of the operating sections and field staff; plans and coordinates staff development programs and assists other County departments with specialized training applications; submits the annual departmental budget; presents all department recommendations to the Civil Service Commission and the Personnel Committee of the County Board; serves as staff to the Personnel Committee; analyzes and reports on legislation affecting the human resource function in Milwaukee County; directs the implementation of the automated personnel system; and provides analysis, recommendations, and implementation of new approaches to human resource/human capital administration. The Director of Human Resources serves as ex-officio member of the Pension Board, and delegates the Deputy Director to serve as secretary of the Civil Service Commission.

The **Employee Benefits Services** section maintains enrollment records for active employees and their dependents; confers and corresponds with County officials, employees, the public, and industry-related agencies regarding benefits programs; monitors providers on medical and dental claim payments; conducts utilization review analysis; and coordinates the Employee Assistance Program for personal/behavioral/medical problems affecting job performance.

The **Recruitment, Assessment and Staffing** section develops, administers, and monitors employee selection processes for all positions in the Milwaukee County Classified Service and, upon request, for positions in the unclassified service. This effort includes the assessment of job specifications and minimum qualifications; the development and administration of applicant examinations; and the certification of qualified candidates to department heads and appointing authorities. Implicit in this activity is the responsibility of administering employee selection in compliance with prevailing Milwaukee County, State, Federal and Civil Service rules and parameters, any or all of which may impact related hiring procedures, e.g., transfer, layoff, promotion, demotion, reinstatement, and salary adjustment obligations. In addition, this section is responsible for activities supporting the recruiting of employees within the Milwaukee County Classified Service, as well as the maintenance of appropriate records and reports.

The **Employee Retirement Services** section administers the Milwaukee County Employee

Retirement System (ERS), manages the funds of the Retirement System in accordance with Pension Board actions, (and applicable statutes and ordinances) and maintains the general ledger and related books of the Retirement System. The section also maintains enrollment, service and salary records for Retirement System members; calculates retirement and death benefits; processes monthly pension payroll; and prepares withdrawals for terminating members. The Employee Retirement Services Manager serves as Secretary of the Pension Board.

BUDGET HIGHLIGHTS

- Personal Services expenditures without fringe benefits increase \$118,304 from \$2,443,129 to \$2,561,433. The increase in expenditures is due to higher fringe benefit and salary costs.
- Funded positions decrease 6.8 from 53.1 to 46.3. This decrease is due to establishing Labor Relations as a separate division within the Department of Administrative Services and unfunding of positions.
- Expenditures for Services increase \$598,192, from \$272,558 to \$870,750. Approximately \$500,000 is allocated to engage a firm with needed experience in benefit administration, compliance functions and the development of a comprehensive benefits strategy. The remainder of the increase is due to increased costs associated with testing required for certain personnel classifications.
- Labor Relations, formerly a division within DHR, is created as an independent division for 2007. Labor Relations personnel are moved from Department of Administrative Services – Human Resources (Org. Unit 1140) to the Department of Administrative Services – Labor Relations (Org. Unit 1135).
- The following positions are either unfunded or abolished (excluding fringe benefits):

Human Resources Analyst 2	(\$50,376)
Employee Health Care Ben. Spec	(\$77,918)
Employment Relations Mgr.	(\$61,825)
Ex Dir1 Employee Ben. Services Mgr.	(\$61,825)
Human Resources Intern (4 positions)	(\$44,624)
	(\$296,568)

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- One position (1.0 FTE) of Employee Health Care Benefits Specialist is abolished. This action reflects a change in the financial oversight for health care. For 2007, one position (1.0 FTE) of Healthcare Specialist Coordinator is created within the Department of Administrative Services – Fiscal and Strategic Services for the purpose of budgeting and fiscal monitoring of health care expenditures.
- One position (1.0 FTE) of Human Resources Coordinator – DPW, previously budgeted in the Department of Public Works – Director's Office (Director's Office), will be crosscharged from Human Resources to the Director's office in 2007.
- A crosscharge to the Department of Public Works for one position (1.0 FTE) of Management Assistant (Human Resources) is discontinued.
- The DHR will track requests from other departments in 2007 for DHR training and workforce development sessions provided by a Human Resource Specialist position. The time spent on these requests will be tracked by DHR in order to budget revenue from charges to other departments for these human resource services in 2008.
- The cost associated with the creation of a Human Resources Intern dedicated to the Employee Retirement Division will be paid for by the pension fund.
- An external consultant, paid for by the pension fund, will be used to implement a new Health Administration System for the ERS.
- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severely liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."